



State of Utah

DEPARTMENT OF COMMERCE

Division of Corporations & Commercial Code

Information on Incorporating a Business Corporation

This guide-sheet is not intended to substitute nor replace the advice of legal counsel. A corporation is formed in the state of Utah by filing Articles of Incorporation in duplicate with the Division of Corporations and Commercial Code, together with the appropriate fee. While there are no standard forms furnished for this purpose, the following information may be of assistance to you. We encourage you to consult an attorney to ensure your fullest legal protection and benefit.

Articles of Incorporation must include the following information (U.C.A. Section 16-10a-202):

- a. The corporate name (must contain the words or abbreviation of the words "Corporation," "Company," or "Incorporated").
- b. The purpose or purposes for which the corporation is formed.
- c. The number of shares the corporation is authorized to issue. If more than one class of shares is authorized, each class must be designated along with a description of the preferences, limitations and relative rights of each class. For additional information, see 16-10a-601 of the Utah Code.
- d. The name, address and signature of each incorporator (one or more persons may act as incorporators).
- e. The Utah street address of the corporation's initial registered office and the name and signature of its initial registered agent at such address.
- f. A statement in the Articles of Incorporation or an attachment signed by the Registered Agent acknowledging acceptance as such.

When filing Articles of Incorporation, you must include the following:

- a. One (1) copy, originally signed, of Articles of Incorporation **containing all of the information listed above**. If the filer requests a copy of the Articles of Incorporation an additional exact copy of the filed document along with a return-addressed envelope with adequate first-class postage must also be submitted.
- b. The non-refundable processing fee of \$52.00. **An expedited service is available for an additional fee of \$75.00.**

Where to file: You may file in person, by mail or fax. Means of payment are, cash, check, or money order made payable to the "State of Utah". **If you are faxing you must include, on a cover sheet, the number of a Visa or MasterCard with the date of expiration.**

FREE! You may visit our Web Site to access this document and other information.

Mail In: PO Box 146705
Salt Lake City, UT 84114-6705
Walk In: 160 East 300 South, Main Floor
Information Center: (801) 530-4849
Toll Free: (877) 526-3994 (within Utah)
Fax: (801) 530-6438
Web Site: <http://www.commerce.utah.gov>